IT Manager II

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 06/10/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/23/15 04:30 PM (GMT -8:00)

SALARY: $107,182.40 - $135,865.60 Annually

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2015JF04849

SUMMARY:

The Department of Judicial Administration (DJA) is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process. The Technology Division Manager supervises and supports the work of 10 IT staff, plays an active role on the DJA management team, and is involved in various project roles.

WHO MAY APPLY: This position is open to all qualified applicants.

WORK LOCATION: King County Courthouse, 516 3rd Avenue, Room

E-609, Seattle, Washington.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

FORMS AND MATERIALS REQUIRED:

- A King County Application
- Responses to the supplemental questionnaire,
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements.

Applications lacking all required materials may be disqualified during the initial screening process.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

CONTACT INFORMATION: Please direct questions about this position to Teresa Bailey at 206-477-0768. If you have questions about the recruitment process please direct those to Joy Fernandes at 206-477-0774.

JOB DUTIES:

This position is responsible for creating, implementing, and managing information systems for a large, high-profile, Superior Court Clerk's Office. The primary responsibilities of the Technology Manager are:

Develop the department's technology strategic plan.

Work closely with the senior management team to develop and promote a customer-focused approach to deliver the technology systems within DJA to its clients. (Internal and External to DJA)

Provide leadership for Technology Division staff in developing innovative applications, implementing new technology and methods, providing first-rate customer service, adhering to workplace policies and promoting professional development.

Create, develop, and coordinate system architecture, processes and plans for strategic and tactical use of information technology.

Act as the department's technology representative with internal and external customers and act as the department's liaison with King County Information Technology.

Oversee Technology projects and manage project managers to meet customer expectations for service delivery and cost-effectiveness.

Conduct, direct and evaluate research on computer and communications architecture, standards, methods, tools and products and their suitability for the Department's needs in the context of existing systems and future market trends.

Make recommendations, advocate, monitor and control expenditures for the division and for project budgets.

Create an annual division workplan, manage the work, prioritize tasks and provide direction to technology division staff on workplan items.

Manage staff in performance of their duties and be able to assist staff with duties they are assigned.

Draft technology related policies, procedures, and standards.

Manage large enterprise-wide application with hundreds of customers and operations critical impact.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

The successful candidate will demonstrate a progression of increasingly responsible recent experience and working knowledge in the areas cited above including:

- Five years of progressively more responsible managerial/supervisory experience in information and technology
- Software and database design
- Computer, software and database industry standards
- Data analysis and retrieval methods
- Hardware/software installation and configuration
- Information system design
- Project management, planning and estimating
- System Integration
- Organizational development
- System security

The successful candidate will also demonstrate excellent skills in:

- Making oral and written presentations to diverse organization units
- Presenting solutions with clarity and precision
- Successfully negotiating and achieving consensus
- Successfully handling politically sensitive issues
- Identifying and using resources creatively in solving problems spanning multiple organizations
- Interpreting and communicating the business and operational needs in technical and non-technical terms as necessary.

SUPPLEMENTAL INFORMATION:

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

IT Manager II Supplemental Questionnaire

* 1. Do you have five years of progressively responsible managerial experience in information and technology?

   ❏Yes   ❏No

  2. If you answered "yes" to Question #1 above please describe your experience. Be specific and include duration of experience, organization you worked for, and job title. Include the number of employees you supervised/managed and the level and expertise of the employees you supervised.

* 3. Do you have knowledge of computer, software and database industry standards?

   ❏Yes   ❏No

  4. If you answered "yes" to question #3 above please describe how you acquired your knowledge and how you've applied industry standards to your work.

* 5. Do you have experience managing technology projects?

   ❏Yes   ❏No

  6. If you answered "yes" to question #5 above please provide one example of a project you managed from inception to completion.

* 7. Describe your experience interpreting and communicating the business and operational needs in technical and non-technical terms?

* 8. Have you had an opportunity to develop a strategic plan, business plan, or work plan for a technology group?

   ❏Yes   ❏No

  9. If you answered "yes" to question #8 above please describe the steps you went through to develop the plan, how you implemented the plan, and how you monitored progress in meeting the plan objectives.

* Required Question